Technical Branch   **STREET RESURFACING INSPECTOR**
Inspection Group
Street Resurfacing Inspection Series   9/02 (AM)

General Purpose

Under general supervision, monitor and evaluate contracted street resurfacing projects.

Typical Duties:

Conduct onsite inspections of street resurfacing work in process and completed projects to ensure compliance with plans, code and ordinance requirements, and contract specifications. Involves: Measure proposed resurfacing site and check control points for street, utility and related data, notify appropriate individuals of any conflicts or discrepancies, and suggest corrective action or plan change through annotations, sketches, diagrams or narrative verbal information. Prepare specifications for each project including concrete work such as curbs, gutters, driveways and wheelchair ramps, and for materials and equipment. Estimate quantities of materials to be used and convert to dimension measurements such as square yards, tons or linear feet. Submit requests to paving lab for compaction, density, or pound testing to ensure prescribed asphalt contents. Notify contractor of any required corrections or necessary clean up. Interview contractors and compile information and field data for reports and engineering uses. Perform subgrade estimates and ensure construction compliance with recycling regulations.

Perform administrative functions. Involves: Prepare and verify work order documents. Prepare standard cost estimates for job request for work to be done by City or contractor. Review and forward accurate contractor cost statements for payment. Process documents for contractor plans which includes verifying availability of services. Provide public and contractors with information related to traffic control, road closures, time and date of proposed projects and respond to inquiries and complaints by retrieving records and "as built" notes, and conducting related in-depth research. Review inspection records and resolve minor disputes and alternate construction methods used by contractor. Maintain all pertinent records and files related to each contract.

Perform related duties as required. Involves: Substitute for coworkers or supervisor, if assigned, to maintain continuity of operations during temporary absences.

Knowledge, Abilities and Skills

- Good knowledge of federal, state and city street maintenance and construction rules, regulations, and guidelines

- Good knowledge of specification preparation, including standard construction and paving materials and equipment requirements.

- Good knowledge of street maintenance and construction practices.

- Good knowledge of street maintenance and construction sampling and testing procedures.

- Ability to calculate cost estimates for resurfacing projects including materials, supplies and personnel.

- Ability to interpret oral and written regulatory information dealing with transportation and construction codes, ordinances and standards.

- Ability to prepare and present reports and communicate clearly and concisely, orally and in writing.

- Ability to establish and maintain effective working relationships with coworkers, officials, customer departments, vendors, contractors, regulatory and funding agencies and the public.

- Skill in safe operation and care of motor vehicles.

Other Job Characteristics

- Frequent exposure to hazardous conditions, inclement weather, uneven or unstable terrain, hazardous materials, chemicals, air or water borne pathogens during construction site inspections.

- Occasional lifting or carrying equipment or materials of up to fifty (50) pounds.

- Frequent operation of equipment and vehicles through City traffic.

Minimum Qualifications

Education and Experience: Equivalent to a combination of a high school diploma or GED, and two (2) years of road construction resurfacing or maintenance experience.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.

_____
_____
Human Resources Director   Department Head